
New MSFC Performance Awards Process for 2007-2008

Office of Human Capital
Training and Incentives Office
Awards Office

May 15, 2008

Policy Changes

- NASA Procedural Requirement (NPR) 3430.1C, Employee Performance Communication System (EPCS), effective May 2007
- Major Changes:
 - Element Rating Levels: 3 levels to 5 levels
 - Summary Rating Levels: 3 levels to 5 levels
 - Criteria for Performance Awards
 - Award ranges based on rating level
 - NEW: Time Off Performance Awards (TOPA)

Summary Rating Definitions

Distinguished	Performance when ALL elements are rated Significantly Exceeds Expectations.
Accomplished	Performance when ALL elements are rated no lower than Exceeds Expectations.
Fully Successful	Performance when NO element is rated below Meets Expectations.
Needs Improvement	Performance when ANY element is rated below Meets Expectations and <u>no critical element</u> is rated Fails to Meet.
Unacceptable	Performance when <u>any critical element</u> is rated Fails to Meet Expectations.

Performance Awards Available by Summary Rating

	Distinguished	Accomplished	Fully Successful	Needs Improvement	Unacceptable
A W A R D	Eligible: DPA TOPA	Eligible: APA TOPA	Eligible: SPA TOPA	Not eligible	Not eligible
* P A Y	Eligible: QSI WGI	Eligible: WGI	Eligible: WGI	Denial of WGI	Denial of WGI

* Included for information only. Please contact your HR representative if you have questions regarding the QSI or WGI.

New Awards/Names

OLD	NEW
<p data-bbox="112 401 471 665">Sustained Superior Performance Award (SSP)</p> <ul data-bbox="189 711 539 951" style="list-style-type: none"><li data-bbox="189 711 539 951">□ Available for all eligible performance ratings	<p data-bbox="600 401 1705 458"><u>Distinguished Performance Award (DPA)</u></p> <ul data-bbox="672 482 1673 596" style="list-style-type: none"><li data-bbox="672 482 1673 596">□ Available for Distinguished performance ratings <p data-bbox="600 644 1717 701"><u>Accomplished Performance Award (APA)</u></p> <ul data-bbox="672 725 1682 839" style="list-style-type: none"><li data-bbox="672 725 1682 839">□ Available for Accomplished performance ratings <p data-bbox="600 886 1615 943"><u>Successful Performance Award (SPA)</u></p> <ul data-bbox="672 968 1734 1082" style="list-style-type: none"><li data-bbox="672 968 1734 1082">□ Available for Fully Successful performance ratings <p data-bbox="600 1129 1624 1186"><u>Time-Off Performance Award (TOPA)</u></p> <ul data-bbox="672 1210 1605 1268" style="list-style-type: none"><li data-bbox="672 1210 1605 1268">□ Available for all eligible rating levels

Performance Awards Definitions

Quality Step Increase (QSI) Administered by Org HR Rep	Considered the highest monetary award because it is a <i>permanent</i> increase to an employee's rate of basic pay and an increase to retirement and Thrift Savings Plan contributions as well.
Distinguished/Accomplished /Successful Performance Awards (DPA/APA/SPA) Administered by Awards Office	Lump-sum cash award given based solely on the employee's performance rating of record. Can be given alone or in conjunction with the TOPA.
Time-Off Performance Award (TOPA) Administered by Awards Office	Time-Off hours awarded based solely on the employee's performance rating of record. Can be given alone or in conjunction with the DPA/APA/SPA.

Agency Parameters for Distribution of Performance Awards

- Achieve fairness and consistency in the differentiation of award determinations, based on performance ratings
 - Centers responsible for establishing guidelines for distribution of performance awards
- Guidelines must be consistently applied to all performance awards, based on ratings of record
 - Exception: Employees who are promoted during the appraisal period may receive a smaller cash performance award and/or TOPA

Agency Parameters for Distribution of Performance Awards (continued)

- Time Off Awards may be granted in recognition of an employee's performance summary rating
 - Shall be calculated and included in the designated amount
 - Max for "Regular" Time-Off Award: 40 hours
 - Max for Time-Off Performance Award (TOPA): 80 hours
 - Total Max for all TOA's: 80 hours/year/employee

"Regular" Individual/Group Time-Off Awards	Time-Off Performance Award
Awarded for a significant <u>one-time</u> accomplishment of a non-recurring nature. May be given to an individual, or to a team. Can be awarded any time during the year.	Awarded based strictly on the employee's performance appraisal. Can only be given during the performance award period (June/July).

Agency Parameters for Distribution of Performance Awards (continued)

- Quality Step Increase (QSI) may be granted to employees with Distinguished summary rating
 - Considered highest form of recognition for performance

- ***Supervisor also has the choice to not give any performance awards (QSI, DPA/APA/SPA, or TOPA)***
 - Eligibility is not entitlement
 - Other awards and promotion during the rating period should be considered

Summary Rating Levels and Award Ranges

NOTE: Regardless of the rating, there is no requirement that an award be given. However, IF the supervisor chooses to give an award, these are the approved ranges by rating level:

Performance Summary Rating Level	Range
DISTINGUISHED: Performance when ALL elements are rated Significantly Exceeds Expectations	2.1% - 5.0%†
ACCOMPLISHED: Performance when ALL elements are rated no lower than Exceeds Expectations	1.1% - 2.0%†
FULLY SUCCESSFUL: Performance when NO elements are rated <u>below</u> Meets Expectations	0.5% - 1.0%
NEEDS IMPROVEMENT: Performance when ANY element is rated below Meets Expectations	Not eligible
UNACCEPTABLE: Performance when ANY CRITICAL element is rated Fails to Meet Expectations	Not eligible

Distribution of DPA/APA/SPA/ TOPA Award Values

NOTE: Regardless of the rating, there is no requirement that an award be given. However, IF the supervisor chooses to give an award, these are the approved ranges by rating level:

	DPA	APA	SPA
GRADE	*†Distinguished Performance Award	†Accomplished Performance Award	Successful Performance Award
1	\$ 465 - \$1,106	\$ 243 - \$ 442	\$111 - \$ 221
2	\$ 516 - \$1,229	\$ 270 - \$ 492	\$123 - \$ 246
3	\$ 577 - \$1,374	\$ 302 - \$ 549	\$137 - \$ 275
4	\$ 648 - \$1,542	\$ 339 - \$ 617	\$154 - \$ 308
5	\$ 724 - \$1,725	\$ 379 - \$ 690	\$172 - \$ 345
6	\$ 808 - \$1,923	\$ 423 - \$ 769	\$192 - \$ 385
7	\$ 897 - \$2,137	\$ 470 - \$ 855	\$214 - \$ 427
8	\$ 994 - \$2,367	\$ 521 - \$ 947	\$237 - \$ 473
9	\$1,098 - \$2,614	\$ 575 - \$1,046	\$261 - \$ 523
10	\$1,209 - \$2,879	\$ 633 - \$1,151	\$288 - \$ 576
11	\$1,328 - \$3,163	\$ 696 - \$1,265	\$316 - \$ 633
12	\$1,592 - \$3,791	\$ 834 - \$1,516	\$379 - \$ 758
13	\$1,893 - \$4,508	\$ 992 - \$1,803	\$451 - \$ 902
14	\$2,237 - \$5,176	\$1,172 - \$2,131	\$533 - \$1,065
15	\$2,632 - \$6,266	\$1,378 - \$2,506	\$627 - \$1,253

Exception Process

- ‡ Distinguished and Accomplished performance awards (DPA/APA and/or TOPA) can exceed established maximum up to the amounts indicated here:
 - Distinguished: Up to 10% of representative rate§
 - Accomplished: Up to 5% of representative rate§
- Shall be a rare circumstance
- Must be justified with extraordinary accomplishments
- Organization must submit to Center Associate Director (through OHC/Awards Office) a letter documenting rationale and requesting approval to go outside established guidelines for the Center (copy of entire appraisal must be attached)
- Awards over \$10,000 require OPM approval

§ Representative rate: Average salary for each grade. The award ranges are based upon the representative rate.

Exception Process (continued)

- *Combination of QSI with DPA and/or TOPA
 - Shall be a rare circumstance
 - Must be justified with extraordinary accomplishments
 - Organization must submit to OHC Director (through HS40/Awards Office) a letter documenting rationale and requesting approval for more than one reward (copy of entire appraisal must be attached)

Incentive Awards Toolkit

In addition to the Performance Awards (QSI, DPA/APA/SPA, TOPA), the following awards are also available for rewarding employees:

Special Service Award	Awarded for a highly significant <u>one-time</u> accomplishment of a non-recurring nature.
Individual and Group On-the-Spot Awards	Awarded for a significant one-time accomplishment of a non-recurring nature. May be given to an individual, or to a team of individuals (does not include contractors.)
Individual and Group Time-Off Awards	Awarded for a significant one-time accomplishment of a non-recurring nature. May be given to an individual, or to a team of individuals (does not include contractors.)
Group Achievement Awards	Recognizes a highly significant one-time accomplishment of a non-recurring nature. Can be monetary (civil service recipients only) or non-monetary, and may be given to teams of civil service and/or contractors.
Honorary Awards	Non-monetary recognition for significant achievements and/or service. Includes the Director's Commendation Certificate (DCC) and Certificate of Appreciation (COA) (both MSFC), and the NASA medals and group awards.

Incentive Awards Toolkit (continued)

- Other awards received by an employee during the rating period should be taken into consideration when calculating performance awards funds distribution
 - ❑ Must be a balanced consideration
 - ❑ Presumably, other cash/time-off awards (or promotion) are given in recognition of an employee's *performance*, which is considered and attributed to the determination of the employee's performance *rating*
- Difference between SSA and DPA/APA/SPA:
 - ❑ SSA given for one-time superior accomplishment
 - ❑ DPA/APA/SPA given based on employee's performance rating

Contact Information

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New Performance Awards Process,

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